

*Source Reference  
CH. III - II*

236 /

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Approved For Release 2001/08/08 : CIA-RDP78-04007A001100030005-2

23 November 1955

Harrison and Abramovitz  
630 Fifth Avenue  
New York City, New York

**Gentlemen:**

Attached are two copies of Security Procedures for Architect-Engineer.

Will you please acknowledge receipt of the attached by signing one copy and returning it through the designated channels.

Yours very truly,

25X1A

**Chief, Building Planning Staff**

**Distribution:**

Original & 1 - Addressee  
1 - HPS chrono  
① - EPS project

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MEMORANDUM FOR: Members, Building Planning Staff  
SUBJECT : Security Procedures - Architect-Engineer

1. Attached is a copy of Security Procedures for Architect-Engineer, dated 23 November 1955.

[REDACTED] 25X1A6a

3. The Executive Officer of BPS will maintain a receipt and record system of such material sent to, and received from, the A-E and will reconcile the monthly A-E inventory to insure that all documents are accounted for.

[REDACTED] 25X1A9a

Chief, Building Planning Staff

Distribution:

- 1 - Each BPS member
- 1 - BPS chrono
- 1 - BPS project
- 1 - KAL

25X1A9a OL/BPS: [REDACTED] :mec/3741 (23 November 1955)

Attachment

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Security Procedures for Architect-Engineer

The following procedures apply to classified information and material received by the Architect-Engineers, and their representatives, (referred to below as the A-E).

1. General

- a. Access to classified material will be limited to those persons designated as having been appropriately cleared and having a need of such material in the performance of their duties.
- b. The A-E will hold to the lowest practical minimum the amount of classified material held outside of the offices of the Building Planning Staff (BPS), returning that not immediately needed to the BPS through the channels prescribed below.

2. Storage

- a. Classified material in the New York Office of the A-E will be:
  1. Attended at all times by cleared personnel; or
  2. Locked in a three-way combination safe provided for that purpose and to which only cleared personnel have the combination.
- b. Classified material received by the A-E in Washington, D. C. will, when not in use, be delivered to a member of BPS for secure storage.

3. Classified Waste

- a. Classified waste in the New York Office of the A-E will be stored in the described three-way combination safe until the accumulation fills a medium sized bag at which time it will be delivered by cleared personnel of the A-E to the [REDACTED] for secure disposal.

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- b. In Washington, D. C., all classified waste will be handed to a member of the BPS for appropriate disposal.

4. Transmittal

- a. Classified material forwarded to and from the New York Offices of the A-E will be:

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a. Hand carried by Agency personnel.

b. A receipt will be given by the A-E for all classified material received. Likewise, a receipt will be given the A-E for such material received by the BPS from the A-E.

5. Inventory

a. Between the first and the tenth of each calendar month the A-E will forward to the BPS an inventory of classified material on hand. This may be in the form of a handwritten note describing the material only to the extent necessary to permit reconciliation of records.

25X1A9a

Chief, Building Planning Staff

Harrison & Abramovitz

By \_\_\_\_\_

Date \_\_\_\_\_